

The Albion-Sheridan Landfill PRP Group

A.2
12/04/97

December 15, 1997



Mr. Jon Peterson
Remedial Project Manager
U.S. Environmental Protection Agency
77 W. Jackson Blvd 5HSRW-6J
Chicago, Illinois 60604

Subject: Preconstruction Kickoff Meeting Notes, Albion-Sheridan Township
Landfill Project No. 6E

Dear Mr. Peterson:

The minutes from the preconstruction meeting held on December 4th are enclosed for your information. Please call if you have any questions.

Very truly yours,

A handwritten signature in black ink, appearing to read "John Seymour".

John Seymour, P.E.
Project Coordinator

JPS:jps

Attachments

cc: E. Bartz (Earthtech)
K. Sakowski (MDEQ)
C. Smith (Cooper)
J. Gray (Corning)

Remedial Action - Drum Removal Activities - Kickoff Meeting

Albion-Sheridan Township Landfill
Calhoun County, Michigan

Date: December 4, 1997 **Time:** 11:00 am - 1:00 pm

Attendees: Liz Bartz - Earthtech, Project Manager (U.S. EPA oversight contractor)
Ron Partilla - Earthtech, Site Representative
Bill Poma - OHM Corporation, Site Superintendent
John Seymour - Woodward-Clyde, Project Coordinator
Clifford Yantz - Woodward-Clyde, Site Representative

Introduction - John Seymour reviewed the agenda for the meeting.

Health and Safety Plan - OHM Corp. needs to finalize their HASP and FedEx plans to John Seymour (W-C) and Earthtech (Ron Partilla) for Friday, December 5, 1997 delivery so that all parties involved in the drum removal activities can review HASP prior to excavation of drums.

Roles of Project Personnel:

- **Bill Poma** - Site Superintendent for OHM Corp.
Bill will be OHM's on-site representative and will be managing operations for OHM Corp. He will be on site full time.
- **Jim Kujawa** - Project Manager for OHM Corp.
Jim will be OHM's Project Manager and will be managing from OHM's offices in Ohio and may be on site part time during removal activities.
- **John Seymour** - Project Coordinator
John in the Project Coordinator under the UAO and is the Construction Quality Assurance Officer. He and will make site visits, as necessary. John will be responsible to report progress of project to the ASTL Group (clients) and will interface with U.S. EPA oversight contractor's project manager. All OHM correspondence should go to John.
- **Clifford Yantz** - Site Representative for W-C.
Clifford will be John Seymour's eyes and ears in field and will be in charge of making sure project is completed in accordance with site specifications. Clifford will represent the QAO on site when the QAO is not on site.
- **Liz Bartz** - Project Manager for Earthtech (U.S. EPA oversight contractor).
Liz will act as the project manager for the oversight activities.

- **Ron Partilla** - Site Representative for Earthtech (U.S. EPA oversight contractor). Ron will act as Liz's eyes and ears in the field and will oversee the drum removal activities to determine that the activities are being conducted according to the site specifications.
- **Randy Spencer or Alternate** - H&S Officer for site from OHM Corp. Randy will be in charge of Health and Safety for the site during the drum removal activities. Randy will be in charge of air monitoring and all H&S issues for the site.

Air Monitoring - Bill Poma went over the air monitoring that will be conducted at the site. Air monitoring will include the use of the following equipment: LEL, O₂, H₂S, HCN, PID, MiniRad meters. Screening will be conducted in the work zone, away from the work zone, and at the fence line to monitor potential exposure to site personnel and off site residence/persons. Draeger tubes will be used at the fence line to determine whether off site exposure is above action limits, and if so, work will be shut down immediately to protect the public.

Drum Sampling - Bill Poma quickly reviewed the drum sampling procedures. Compatibility testing will be conducted on each drum removed from the landfill once the drum has been removed from the excavation. Following compatibility testing, composite samples of compatible materials will be collected to determine waste streams for excavated drums.

Activities for the Next Few Days:

- Try to locate position of Drum Area off of ABB drawings (which W-C copied onto their drawings). Earthtech may be able to have the site technician, that was present at the test pit project, make a site visit to assist in locating TP 9.
- Drum Storage Pad will be constructed as specified in Drum Management Plan. Outline of procedure: Grade area, slope toward sump, roll area, place 40 mil liner, build a berm around the pad, place sand over liner, have poly tank and sump installed on pad.

Drum Removal Procedure - Bill Poma reviewed the drum removal procedures.

- Excavate to a drum
- Photograph drum in place
- Remove drum from excavation and place on steel tray or plastic sheeting - for safety reasons, drums will be removed from the excavation prior to numbering.
- Number drum and Photograph drum

- Punch drum and sample (compatibility testing) - Sample representative phase (water, liquids, solids, etc.). Note: if a drum has a liquid, it will most likely be treated as a liquid for disposal purposes even though there may be solids in the drum.
- Overpack drum
- Move drum to staging area and await compatibility test results

Once Compatibility Testing is Completed:

- Segregate waste streams
- Collect composite samples for waste characterization for each waste stream
- Dispose in as few as possible waste streams
- Non-Hazardous materials will be buried on site

Decontamination Procedures:

- Personal decon. will include disposable PPE - no cleaning, just dispose of PPE
Need emergency decon. shower and eyewash station.
- Equipment - Dry Decon.
Knock off large chunks of materials
Wipe off equipment
Limit use of water
Use soap and water buckets as needed

In general - keep equipment out of excavations and keep it clean. Keep tires/tracks of equipment on areas covered with landfill cover material.

Quality Control - Clifford S. Yantz will be responsible to make sure OHM Corp. is following site specifications. Clifford will work with Bill Poma to assure that OHM completes work according to the approved specifications.

Clifford will prepare daily reports and will submit these reports to John Seymour.

Action Items:

- Bill Poma needs to contact local police, fire and hospital of our presence on site for potential emergencies.
- John Seymour and Liz Bartz will try to contact persons within MDEQ and ABB to locate site drawings. John will call Jon Peterson.

- Bill Poma needs to determine how and where to setup emergency decon. shower and eyewash station (i.e., it's winter and the water freezes).
- Bill Poma needs to check with Jim Kujawa about requirements for mud on public roads. Jim was looking into this issue with the County Road Commission.